

CREATING NEW REPORTS – ACCESS

1 – First go into your **BDE** to make sure your .dbf function is compatible (by changing it to a standard Level of 5 or less)

To do this:

Go to **Start|Programs|Youth Enrollment|BDE Administrator**

Click on the *Configuration* tab

Click the + under Configuration to go to **Drivers**

Click the + under Drivers to go to **Native**

Click on the word **DBASE**

Change the **Level** to **5 or less**

2 – Open the Youth Enrollment program

Go to **File|Project Query**

Go to **Select|Select All**

Go to **File|Export|DBaseIV**

DualListForm box appears.

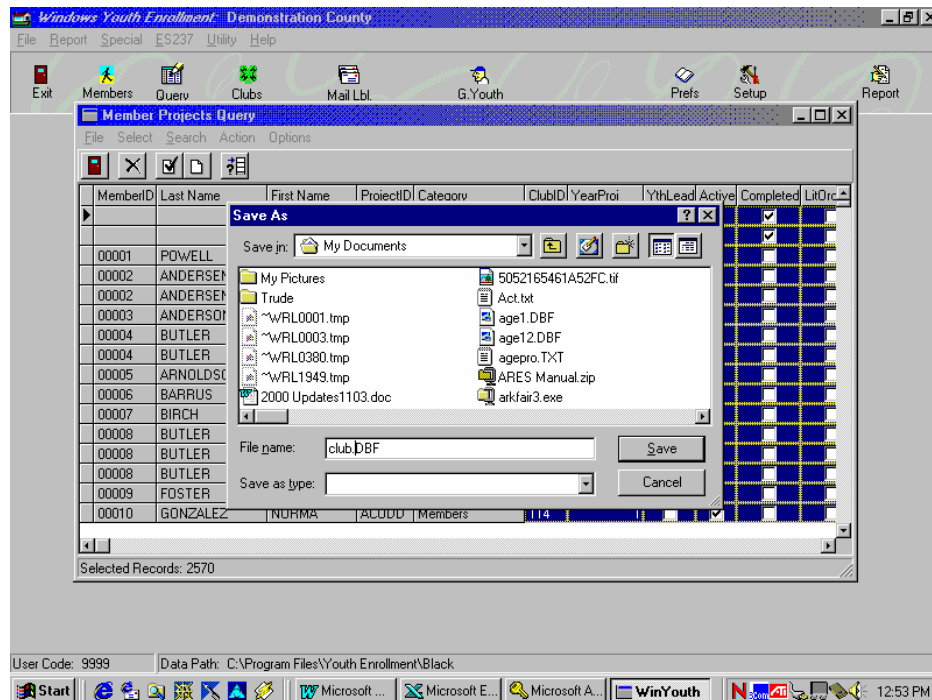
Determine the type of report/graph you want to create

Select From Source: Highlight **First name** then click on >

Select From Source: Highlight **Last name** then click on >

Select From Source: Highlight **ClubID** then click on >

[If need more info repeat], then click **OK**

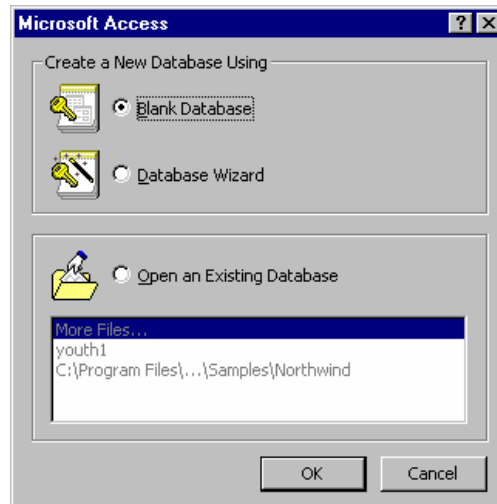


A *Save As* box appears.

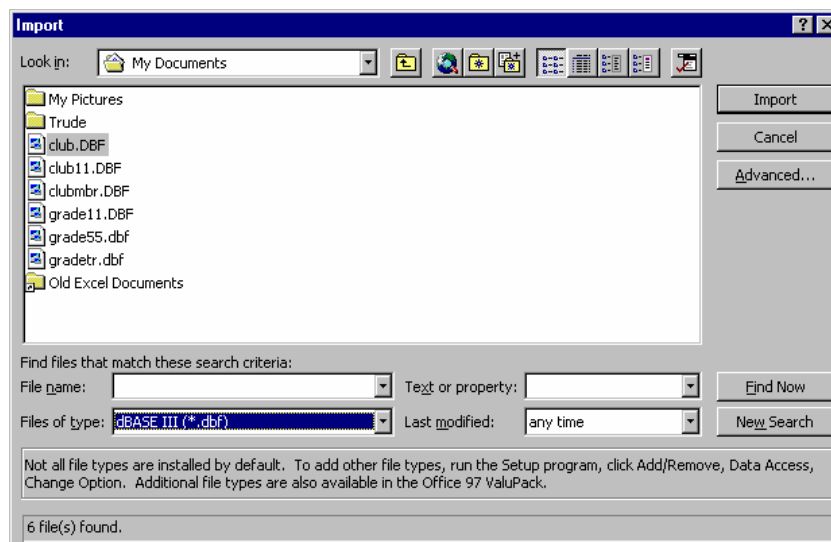
File name: **club.dbf** (create a name)

Save as type (leave blank)

- Save in a folder i.e. (My Download Files or My Documents folder). Click **Save**.
Close out of Youth Enrollment program.
- 3 – Open Microsoft Access

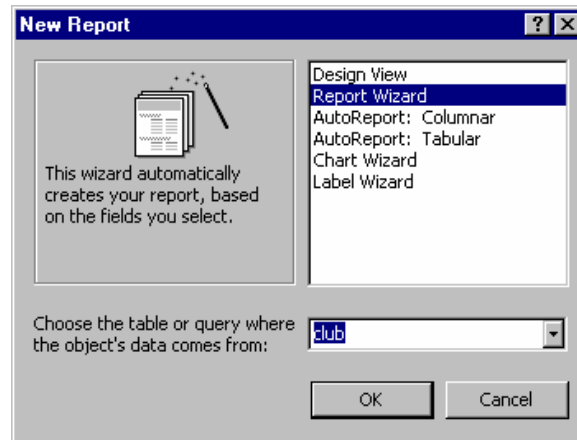


- A – A *Microsoft Access* box comes up
Choose **Blank Database** and Click **OK**
A *File New Database* box appears
Create a name for your database and click **OK**
- B – Go to File|Get External Data|Import
Change the *Save as Type* to **dBASE III(*.dbf)**
Find & highlight saved Dbase file you created up above) **club.dbf**
Note: Probably will be under My documents or My download files.

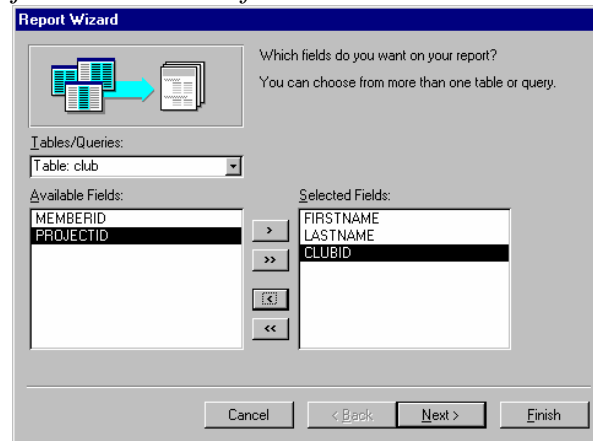


- Click **Import**
A *message box* comes up *Microsoft Access* – saying **Successfully imported 'club'**. Click **OK**.

- Then Click **Close** to close the *import box*
- C – Double-click on the table **club** OR Highlight **club** and Click **Open**.
 The **Datasheet View** comes up (you can add and delete records here)
 The Design View shows you the parameters of the table
- D – Click on the **Reports** tab
 Click **New**
 A **New Report** dialog box comes up



Determine the type of report you want to create and *choose the table where the object's data comes from* and Click **OK**



Choose the Available Fields needed by Highlighting each one First Name and click on > etc.
 When your Selected Fields are all on the right side Click **Next**

The next step asks *if you want to add any Grouping levels?* Click **Next**

The screenshot shows the 'Report Wizard' dialog box with the title 'What sort order do you want for your records?'. It includes a preview window on the left showing a table with columns labeled 1, 2, 3, and 4, and rows labeled A, B, C. To the right, there are four dropdown menus for selecting fields to sort by: 1. CLUBID, 2. LASTNAME, 3. FIRSTNAME, and 4. Each dropdown has an 'A-Z' and 'Z-A' button. Below the dropdowns are 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

Determine your sort order and Click **Next**.
How would you like to lay out your report? Click your **choices** and then Click **Next**.

The screenshot shows the 'Report Wizard' dialog box with the title 'How would you like to lay out your report?'. It includes a preview window on the left showing a grid of 'XXXX' characters. To the right, there are two sections: 'Layout' with radio buttons for 'Columnar', 'Tabular', and 'Justified'; and 'Orientation' with radio buttons for 'Portrait' and 'Landscape', and a small 'A' icon. Below these sections is a checked checkbox labeled 'Adjust the field width so all fields fit on a page.'. At the bottom are 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

Choose your *style*, then Click **Next**.
Choose your *title of the report*, then Click **Finish**.
Your Print Preview comes up

E – Can change to *Design View* and adjust the demographics of the report if you wish.